

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Tuesday, July 12, 2016, Enid Campus

Regents Present: Chair Tom Dugger, Linda Brown, Jeffrey Cowan, and Chad Dillingham.

Employees Present: Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Jason Johnson, Dr. Shannon Cunningham, Dr. Rick Edgington, Dr. Pamela Stinson, Dr. Ed Vineyard, Marjilea Smithheisler, and Shannon Mair.

1. **Call to order.** Regent Dugger called the meeting to order at 1:00 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted.
2. **Introduction of visitors, guests, and/or speaker.** The Honorable Judge Paul K. Woodward, District Judge of Garfield County, Oklahoma; Cody Ashe, NOC Alumna; Bart Cardwell, Sheep Center Manager and Austin Kindschi, Livestock Judging Coach from the Ag, Science, and Engineering department.
3. **Reciting of the Northern Oklahoma College Mission Statement.**
Northern Oklahoma College, the State's oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities and in a connected, ever-changing world.
4. **Vote to approve minutes.** The minutes of the Wednesday, June 15, 2016, meeting were approved on the motion of Regent Cowan as seconded by Regent Brown. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.
5. **New Regent Administration of Oath of Office.** Chad Dillingham was sworn in by the Honorable Judge Paul K. Woodward. Mr. Dillingham took the oath to become a regent for Northern Oklahoma College and began his board service immediately.

INFORMATION TO THE BOARD:

6. **Program Showcase.**
Bart Cardwell, Sheep Center Manager and instructor in the Agricultural & Life Sciences Division, presented on the NOC Sheep Program. This year the NOC Sheep Program had about 13 students involved during both semesters. Mr. Cardwell shared that the program has many local, state, and national supporters and is recognized across the U.S. as a leader in American sheep education and judging experience. In cooperation with the NOC Foundation, the Sheep Program received a \$3,500.00 grant which was used for purchasing instruments used for artificial insemination. Dr. Kurt Campbell, NOC Faculty and veterinarian is trained to perform laparoscopy. AI is an educational tool and is also used to enhance the NOC program for genetic sampling. The goal is to train producers, students, and especially pre-vet majors on how to perform AI so they have this experience before they leave NOC. Students are involved in animal shows ranging from showman, consignment, and online sales. The program continues to attract students from across the U.S. Mr. Cardwell shared that NOC's partners believe in the program and are dedicated to the program's continued success. The program held their second open house in May, and they look forward to continuing this tradition.

Austin Kindschi, Livestock Judging Coach has been with the Agricultural & Life Sciences Division for over a year, and he has quickly earned respect from others involved with the program. Austin shared about his work preparing students for local and out-of-state livestock competitions as well as their future careers. In mid-July 2015, the program had one returning sophomore, and the team quickly grew to 12 students through aggressive in- and out-of-state recruitment and utilization of scholarships. During Fall 2016, it is anticipated the team will have 10 incoming freshmen growing the program to 20 students. To educate and prepare students for livestock competition, students will have the opportunity to travel to Minnesota, Tulsa State Fair, Louisville, Denver, Houston, San Antonio as well as smaller livestock shows. To help students succeed academically, Mr. Kindschi schedules a weekly 'mandatory' study hall for judging team students whose grades are ≤ 79 . Through positive study habits, students learn to prioritize academics while also learning beneficial team skills.

7. **Regents' Comments.** Regent Brown and others congratulated Regent Dugger on winning a state senate seat for Senate District 21. Chad Dillingham was welcomed to the board.
8. **Administrators' Updates.**
 - Dr. Rick Edgington reported that Fall 2016 preliminary enrollment and retention statistics are significantly higher than public average retention rates for surrounding rural community colleges which range from 55% to 62%. Retention specialists continue to make telephone calls and encourage students to return in the fall. As of this meeting, enrollment and retention statistics by campus are:
 - Tonkawa – 979 students enrolled; 85.91% Spring to Fall retention rate
 - Enid – 901 students enrolled; 79.36% Spring to Fall retention rate
 - Stillwater – 894 students enrolled; 62.76% Spring to Fall retention rateDr. Edgington explained that it will take time to verify Stillwater statistics due to the nature of the NOC-OSU Gateway matriculation allowing students to take courses at NOC Stillwater while preparing to transfer to OSU.
 - Dr. Ed Vineyard reported on the success of the NOC/NWOSU Bridge program. Since inception, 1,063 students have signed up for the Bridge program, and if they all attended NWOSU, the potential scholarships have now exceeded \$2 million. Due to close proximity to NWOSU, the majority of attendees are from Enid.
 - Ms. Anita Simpson reported that OKHEEI medical insurance consortium opens annual benefit enrollment in October. The Blue Cross Blue Shield cost is predicting a 20% increase from the previous year, and the board discussed researching the possibility of a self-funded program. Ms. Simpson shared that each member of the consortium has one vote, and program options will be researched to help control cost.
9. **President's Update.** President Cheryl Evans reported that NOC's 2016-2017 tuition increase of 6.8 percent was recently reported to OSRHE. In spite of the increase, NOC still remains the second most affordable higher education institution in the state.
10. **Other reports.**
 - a. ***Personnel Changes.*** Ms. Anita Simpson reported ten employees resigned/terminated, and plans are to fill the vacant fulltime positions.
 - b. ***NOC Fact Book.*** Dr. Pam Stinson presented each regent with a copy of the 2015 NOC Fact Book. The Fact Book is prepared by Kathleen Otto in Academic Affairs, and this is the fourth year of publication. The report is used for various purposes including community presentations, grant research, and HLC review.
 - c. ***Stillwater Facility Update.*** Dr. Shannon Cunningham, VP for NOC Stillwater Campus reported nine focus group meetings were held recently to plan for the new Stillwater building. NOC-Stillwater faculty across disciplines and employees across disciplines met to brainstorm

about the project. Meetings were very productive, and everyone is excited about the facility construction. The building will have 3 to 4 floors and will have 60,000 to 80,000 square feet with the goal of having as much learning space as possible. The project is scheduled to be completed July 2018.

- d. ***Graphic Standards Guideline.*** Ms. Sheri Snyder presented each regent with a copy of the updated NOC Graphic Standards Guideline. Ms. Snyder shared the guideline is reviewed each summer for potential changes or adjustments that were implemented since the previous version. The policy provides a clear and consistent message for the institution so there is understanding when marketing NOC. Some of the latest changes include simple usage for social media; square images for use by clubs, organizations, faculty, and staff on social media; institutional logos and athletic logos for Mavericks and Jets; digital stationary files available for use including Mavericks and Jets stationary; Mavericks and Jets stock numbers for consistent uniforms, etc.; and the Development, Community Relations, and Printing Services Policy.
11. **The New Criteria for Accreditation.** Higher Learning Commission. Dr. Pam Stinson reported on HLC Criterion 3A which pertains to the institution providing high quality education wherever and however those courses are delivered. Specifically, NOC's degree programs are appropriate to higher education, and we align our courses through the state transfer matrix. We also plan our programs through state articulation meetings particularly with NWOSU-Bridge and OSU-Gateway programs. We also use advisory boards for many of our programs to ensure external validity. NOC's learning models are the same across all modes of delivery and all locations.
12. **Consider naming opportunity.** President Cheryl Evans presented for consideration renaming Gantz Center's Gantz 102 conference room the James Room in honor of former Regent Keith James and his 20 years of board service to Northern Oklahoma College. On the motion of Regent Brown as seconded by Regent Cowan, the regents voted to approve the naming of Gantz 102 conference room the James Room.
13. **Group One Trustee(s) of the Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent Dillingham, the regents voted to approve Regent Jeff Cowan and Regent Stan Brownlee to serve on the NOC Foundation Board for the next year. Regent Brownlee was not in attendance, and he will be approached about serving on the board. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.
14. **Group Three Trustee(s) of the Northern Oklahoma College Foundation, Inc.** On the motion of Regent Brown as seconded by Regent Cowan, the regents voted to approve as presented the slate of Group Three Trustee(s) to the Northern Oklahoma College Foundation Board. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.
15. **2016-2017 Employee Handbook.** Ms. Simpson reviewed recent changes to the NOC Employee Handbook. On the motion of Regent Cowan as seconded by Regent Brown, the regents voted to approve the 2016-2017 Employee Handbook. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.
16. **2016-2017 Institutional Assessment Plan.** On the motion of Regent Cowan as seconded by Regent Dillingham, the regents voted to approve the 2016-2017 Institutional Assessment Plan. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.
17. **Monthly Financial Report.** Ms. Anita Simpson presented for approval the monthly financial report dated June 30, 2016. On the motion of Regent Dillingham as seconded by Regent Brown,

the regents voted to approve the monthly financial report. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.

18. **Monthly Purchases.** Ms. Simpson presented July 2016 purchases for approval. **Purchases of \$25,000 or more** were for the following: Three Simbaby Manikins-All Nursing Campuses – *Laerdal Medical Corporation* – \$151,575.00; Funding Source: Auxiliary Funds (Sole Source); 40 Ton Chiller Replacement-Markley Hall – *Ward's Air Conditioning Inc* – \$45,111.00; Funding Source: Capital Funds (Emergency); Dorm Furniture: Beds, Mattresses, Desks, Chairs-Tonkawa; *Leeder Furniture* – \$38,620.00; Funding Source: Capital Funds (Sole Source); Architectural Fees-Memorial Student Union – *GH2 Architects* – \$131,442.00; Funding Source: Capital Funds (State Contract-OMES DCAM); Maverick Cafeteria Flooring – *Mock Fashion Floors* – *NO BID*; *Tracy Bass* – *NO BID*; *Anderson Flooring* – \$32,000.00; *Brewer Carpet One* – \$47,658.11; Funding Source: Capital Funds; 2016 S6F0 Connect XLT Van – *Jack Bowker Ford* – \$26,117.00; *Steven's Ford* – *NO BID*; *Bill Knight Ford* – *NO BID*; Funding Source: Capital Funds; Easterling Hall Carpet and Tile – *Mock Fashion Floors* – *NO BID*; *Tracy Bass* – *NO BID*; *Anderson Flooring* – \$53,900.00; *Brewer Carpet One* – \$50,898.87 (Bid received late and no bond information); Funding Source: Capital Funds. On the motion of Regent Cowan as seconded by Regent Dillingham, the regents voted to approve the monthly purchases. Regent Brown abstained from voting on Items V and VII, and Regent Cowan abstained from voting on Item VI. Voting aye on all items were Regents Dillingham and Dugger.
19. **Section 13 600 & 650 Allocation Requests.** Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests of \$580,000.00 for the following projects: Computers & Networking-Tonkawa – \$10,000.00; Computer Software Fees & Licenses – \$45,000.00; Repair of Educational Facilities-Tonkawa – \$20,000.00; Repair of Educational Facilities-Enid – \$20,000.00; Dining Hall Renovation & Equipment-Tonkawa – \$60,000.00; Purchase of Enid Campus – \$45,000.00; Residence Halls: Renovation, Furniture & Equipment-Tonkawa – \$190,000.00; Construction of Residence Hall-Tonkawa – \$5,000.00; Construction of Residence Hall-Enid – \$65,000.00; Renovation of Campus Buildings-Tonkawa – \$120,000.00. On the motion of Regent Brown as seconded by Regent Dillingham, the regents voted to approve the Section 13 600-650 allocation request. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.
20. **2017 NOC Board of Regents Meeting Dates.** President Evans presented for approval the 2017 NOC Board of Regents meeting dates. Potential date conflicts were discussed, and the March 23 meeting date was changed to March 22. On the motion of Regent Dillingham as seconded by Regent Cowan, the regents voted to approve the 2017 NOC Board of Regents meeting dates.

ROUTINE AND OTHER:

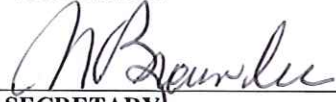
21. **New Business.**
22. **Items for next agenda.**
23. **Announcement of next scheduled meeting:** The next regular scheduled meeting is Wednesday, September 21, 2016, at 1 p.m. in Gantz Center, Gantz 102 on the Enid Campus. Enid PLC students will join us for lunch at Noon in Gantz 100. No meeting is scheduled for August 2016.
24. **Adjournment.** Motion made at 2:38 p.m. to adjourn by Regent Cowan as seconded by Regent Brown. Voting aye were Regents Brown, Cowan, Dillingham, and Dugger.



CHAIR



VICE-CHAIR



SECRETARY



MEMBER



MEMBER